

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF TEXAS

Position Title:	Financial Assistant #11-05 (P/T Temporary)
Not To Exceed Date:	One year from date of appointment
Location:	Dallas, Texas
Closing Date:	January 31, 2011 or until filled
Starting Salary/Range:	CL 23-24 (\$15.76 - \$28.39 per hour)* *depending upon qualifications and experience

POSITION OVERVIEW: The United States District Court for the Northern District of Texas is recruiting for the position of Temporary Financial Assistant. The incumbent performs financial transactions and maintains required records, in accordance with court policies and approved internal controls. The incumbent reports to the Financial Administrator.

REPRESENTATIVE DUTIES:

1. Reviews and researches closed cases that have funds remaining in the Registry Fund.
2. Enters criminal debt defendant and victim information into the court's financial system.
3. Enters prisoner litigation reform act (PLRA) obligations into the court's financial system.
4. Assists with auditing and processing vouchers and payments to Criminal Justice Act panel attorneys.
5. Other duties as assigned.

QUALIFICATIONS:

To qualify for the position of temporary financial assistant, a person must have skill in accurately working with numerical calculations; knowledge of bookkeeping principles and practices; ability to understand relationships among accounts and how financial procedures relate to the overall business of the court, and ability to recognize errors and their probable causes. A bachelors degree in finance or a related field is preferred. The applicant must be a United States citizen or must be a lawful permanent resident who is seeking U.S. citizenship.

BENEFITS:

Employees of the U.S. District Court are entitled to benefits which include health and life insurance programs, scheduled holidays and periodic salary increases. The Court is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

The final candidate will be subject to a background investigation by law enforcement agencies, which includes FBI fingerprinting and credit check

Submit resume and salary history to:**Human Resources - #11-05**

United States District Clerk's Office

1100 Commerce Street, # 1452

Dallas, TX 75242

Fax: (214) 753-2247

Email: humanresources@txnd.uscourts.gov

**** The Court is an Equal Opportunity Employer ****

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. **This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative.** The decision on granting reasonable accommodations will be made on a case by case basis.